

## Clerk & Recorder Records

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### Activity Overview

The Recording Activity within the Clerk & Recorder's Office is responsible for the recording, indexing, safe keeping of land, county and birth / death documents. The activity also is responsible for the recording, transcribing and maintenance of minutes for the County Commission.

Fees collected by the Clerk and Recorders' - Recording Activity generate a net income to the County General Fund and the Records Preservation Fund, as shown in the budget information on the next page. These revenues offset some of the costs associated with the other Clerk & Recorder activities (Accounting and Elections).

The budget includes the Records Preservation Fund revenues that are reported and segregated in a separate fund. This fund allows the County to keep county records in a proper and professional manner. Expenses in this fund assist the Clerk and Recorder in preservation of records within the department and provide services to customers by:

- Replacement of computers;
- Purchase new document management software;
- Maintenance of equipment;
- Conversion of microfilm to digital format;
- Repair and preservation of historical paper records; and,
- Set aside funds for future needs (shelving, cabiners, updates and equipment).

The Records Preservation Fund is used for operating and capital expenses with no money being used to pay wages or salaries of the Recording Activity Personnel.

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### Activity Goals

- Maintain under a two week turn around time for returning documents to customers.
- Improve public access to records through electronic media (website, road petition database and vitals database).
- Convert remaining microfilmed records to digital images for use with the CRIS+plus system.
- Migrate GIS data to geodatabase.

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### Recent Accomplishments

- Maintained under two week turn around time for returning documents.
- Improved public access to certain records through electronic media – Commission minutes available via internet.
- Converted existing microfilmed records to digital images for use with CRIS+plus.
- Completed countywide parcel mapping project.
- Mailed approximately 4,000 tax notices to RID Maintenance owners.
- Completed conversion of Document Indexing databases to CRIS+plus.
- Have increased revenues to the General Fund and Records Preservation Fund by recording 31,300 documents with an average of 161 documents per day being processed.

## GENERAL GOVERNMENT

### Clerk & Recorder Records

#### Department Budget

Object of Expenditure	Actual FY 2004	Budget FY 2005	Actual FY 2005	Request FY 2006	Preliminary FY 2006	Final FY 2006
Personnel	\$ 374,156	\$ 437,158	\$ 421,652	\$ 426,485	\$ 439,540	\$ 444,602
Operations	137,977	405,218	143,407	356,096	356,096	356,096
Debt Service	-	-	-	-	-	-
Capital Outlay	73,400	291,500	65,000	402,500	402,500	369,876
Transfers Out	-	-	-	-	-	-
<b>Total</b>	<b>\$ 585,533</b>	<b>\$ 1,133,876</b>	<b>\$ 630,059</b>	<b>\$ 1,185,081</b>	<b>\$ 1,198,136</b>	<b>\$ 1,170,574</b>

#### Budget by Fund Group

General Fund	\$ 459,233	\$ 531,355	\$ 503,759	\$ 532,140	\$ 520,860	\$ 525,922
Special Revenue Funds	126,300	602,521	126,300	652,941	677,276	644,652
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
<b>Total</b>	<b>\$ 585,533</b>	<b>\$ 1,133,876</b>	<b>\$ 630,059</b>	<b>\$ 1,185,081</b>	<b>\$ 1,198,136</b>	<b>\$ 1,170,574</b>

#### Funding Sources

Tax Revenues	\$ (166,730)	\$ (322,871)	\$ (179,409)	\$ (75,800)	\$ (92,820)	\$ (77,401)
Non-Tax Revenues	743,987	1,440,719	800,562	820,000	797,276	798,208
Cash Reappropriated	8,277	16,028	8,906	440,881	493,680	449,767
<b>Total</b>	<b>\$ 585,533</b>	<b>\$ 1,133,876</b>	<b>\$ 630,059</b>	<b>\$ 1,185,081</b>	<b>\$ 1,198,136</b>	<b>\$ 1,170,574</b>

#### Department Personnel

##### Personnel Summary

No	FT/PT	Title	FTE
1	Full-Time	Elected Clerk & Recorder/Surveyor	1.00
1	Full-Time	Recording Supervisor	1.00
1	Full-Time	GIS Technician	1.00
7	Full-Time	Support Staff	7.00
1	Part-Time	Support Staff	0.50
Total Program FTE			10.50

## Clerk & Recorder Records

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### 2006 Budget Highlights

#### Personnel

- Upgrade of Personnel to meet Target Market study. Clerk & Recorder / Surveyor salary increased effective October 1<sup>st</sup> to compensate for duties as Election Administrator

#### Operations

- No significant changes in operations.

#### Capital

### County Commission Goals/Department Response

The County Commission established a set of overarching goals for the county government. Listed below are the County Commission's goals, followed by the methods by which the Clerk & Recorder Records department is striving to fulfill those goals.

#### Exceptional Customer Service

- Knowledgeable, friendly, helpful staff.

#### Be Model for Excellence in Government

- Clear, consistent, accurate, accessible records.
- Accurately account for all revenue.

#### Improve Communications

- Internal Department communication.
- Communication with the public.
- Meet Statutory requirements related to the recording of documents.
- Prepare long-term growth plan for the department.

#### To be the Employer of Choice

- Staff has training opportunities available to them.

## Clerk &amp; Recorder Records

## WORKLOAD INDICATORS/PERFORMANCE MEASURERS

## Workload Indicators

Indicator	Actual FY 2003	Actual FY 2004	Actual FY 2005	Projected FY 2006
1 .				
2 .				

## Performance Measures

Measure	Actual FY 2003	Actual FY 2004	Actual FY 2005	Projected FY 2006
1 . Track workflow and check records				
2 . Completed development plan to Clerk & Recorder				
3 . Employee performance measures to show need for training				
4 . Usage of department communication forum				
5 . Percent of parcels entered into digital plat books				
6 . Completion of cash handling policy for department				
7 . Amount of information available on the website				
8 . Training curriculum established				

## Commentary

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